

**INTERNATIONAL FLIGHT INSPECTION
SYMPOSIUM**

**SITE SELECTION
GUIDELINES**

International Committee for Airspace Standards and Calibration

Site Selection Committee

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INTERNATIONAL FLIGHT INSPECTION SYMPOSIUM

CRITERIA SUMMARY AND PROCEEDINGS

The committee should consider factors when selecting a location for the biennial symposium which will assure the symposium is truly a global event, not limited to any area of the world or to any particular organization, governmental or industry and that will be conducive to good attendance.

To help in selecting a location to assure the above is attained, the criteria set forth below are built around the following general ideas. The hosting organization should be either the official Civil Aviation Authority of the country under consideration, or an organization authorized by the authority to perform flight inspection. The country should be within the geographical region selected by the committee to assure appropriate world representation and recognition. The symposium should be held at a location that is easily accessible, has attractions available to facilitate an accompanying person's program, and the conference facilities should support a professional, quality and comfortable symposium.

An exhibition area should be available within the conference facilities for manufacturers of flight inspection systems and equipment to exhibit their products. For those countries or organizations desiring to bring their flight inspection aircraft for static display, an airport should be available within reasonable distance from the conference facilities. Finally, the country or organization should have the ability to dedicate financial and personnel resources to planning and hosting the symposium, and be willing to assign personnel as members of the ICASC for the two year period prior to and after the IFIS.

The following criteria are not meant to be strictly followed by the ICASC, but are intended to be the basis for which a country is chosen. All factors bearing on the choice of a country must be considered by the committee. If, for instance, it is felt more important to hold the IFIS in a particular country or region than to have access to electronic communications via laptop from hotels, or to have a static aircraft display, then by all means, the country or region should be the overriding factor.

If two or more sites are vying for an EFIS and no location is considered to be a clear winner, the whole committee shall vote in a closed vote to select the site.

SITE SELECTION CRITERIA

- ICASC Actions
 - Evaluate the locations and dates where past Symposiums have been held
 - Determine the geographic, cultural, and aspects desired for the specific symposium
 - Recommend the target region and determine probable Countries for hosting
 - The IFIS site within the Country should be at a location that is desirable to visit
 - There should be an International Airport for easy access to the Country and the IFIS site
 - The Country should have personnel who understand the technical aspects of flight inspection
 - The Country should have the depth of financial and personnel resources to dedicate to the IFIS
 - There should be conference facilities that support a professional, quality and comfortable IFIS
 - It should be convenient for Countries to bring their flight inspection aircraft for static display
 - It should be convenient for manufacturers of flight inspection systems and equipment to exhibit their products
 - Rank the Countries
 - Contact the Countries in Rank Order
 - Personally, to determine interest
 - Follow by an official contact
 - Ask for Countries to consider being the host at the beginning and the conclusion of each IFIS
 - Maintain a list of Countries volunteering to host the IFIS

- Official Contact and request for determination of interest should contain
 - What the ICASC is and it's mission
 - A brief history of the IFIS
 - The date (June) of the proposed IFIS
 - A statement of why the ICASC believes an IFIS should be held in this region of the world
 - The fact that the Country is being considered (along with others, if this is the case) as a possible host for the specified IFIS
 - A brief overview of
 - Expected actions of the Country as member of ICASC
 - Sharing of experience of past host countries
 - Advice and assistance of the past host country
 - Requirement to assist the follow on country
 - Expected costs and offsetting income sources
 - Personnel resource requirements

- Requirement for continuity of staff
 - Conference facility requirements
 - Exhibition and aircraft static display requirements
 - Printing requirements
 - A statement that if the Country responds positively, detailed information will be sent, and a meeting with the ICASC Chairman, Vice Chairman and the past host country representative will be established for initial discussions
 - A requirement for the Country to indicate it's interest in hosting the IFIS, or its lack thereof, to the ICASC by responding to the Official inquiry by a specified date
- The detailed information to be sent to the Country, and the evaluation of the Country's Capabilities to host an IFIS will be the following detailed list of requirements. These requirements will be sent to the Country once it responds positively to the invitation to host the IFIS
- Requirements:
 - Provision of:
 - Financial Resources
 - Costs
 - Sponsors
 - Break even or ability to cover costs over and above
 - Personnel Resources
 - ICASC membership
 - Dedicated Staff at home
 - Symposium coordinator
 - Administrative Staff
 - Access
 - A major International airport and the IFIS site
 - Transportation to and from airport and hotels
 - Hotels and IFIS site, if necessary
 - Visas
 - Beforehand
 - In-country issue at airport
 - Customs clearance for shipping exhibitor displays, flight inspection equipment, computers, brochures, etc.
 - Notification to Manufacturers of requirements
 - Exemptions to entrance and exit fees on exhibition equipment not intended for resale in the Country
 - Conference Facilities with Exhibition areas
 - Prefer seating at tables
 - Audio/visual equipment
 - Overhead
 - Computer projection capabilities

- Video tape with multiple system capabilities
- Exhibition areas
 - Organized in a non-discriminatory manner
 - Located between conference hall and the coffee break area
- Availability of 220V/50Hz or 110V/60Hz power
 - Need for Service technicians
- Transportation and setup services should be provided
- Storage of transport material
- Hotels
 - Within walking distance of conference hall, OR
 - Provide transportation to and from the IFIS site
 - Located in a desirable area which will accommodate freedom of movement, eating, touring, sightseeing, evening activities, etc.
 - Analog lines for laptop computer modems
- Transportation
 - Should be readily available
 - Provided between hotel and airport
 - Provided to and from Static Aircraft Display
- Static display for aircraft
 - Location should accommodate
 - easy access and display facilities for aircraft
 - easy access for participants
 - picture taking without restrictions
- Postal and communications facilities
 - Reliable Post delivery times
 - Analog lines for computer modems
- Printed proceedings
 - Proceedings must be bound
 - If final is printed after the IFIS, mailings will be required
- A professional and quality symposium
 - Well planned
 - Timing controlled
 - Technical tour
 - Workshop
- An Accompanying Persons Program
 - During day
 - Tours of
 - City
 - Surrounding area
 - Interesting/historical sights